

2017 Synod Assembly Registration Instructions

Registration fees

\$120 per registrant prior to March 17, 2017

\$135 per registrant after March 17, 2017

\$50 one-day visitor

\$90 two-day visitor

\$60 youth and retired rostered ministers

Fees include Friday dinner, Saturday lunch, and refreshments throughout the assembly.

Step-by-step Registration Instructions

1. Registration is only available online and can be accessed through <http://mpls-synod.org/our-synod/synod-assembly/> or the link that was emailed from the synod.
2. You will need the following information to complete the online registration: the name, age, ethnicity, and email address of each of the voting members who will be attending from your congregation.
3. When you get to the registration site, you will be asked for an email address. Enter the email address of the senior pastor first. Select **Continue as Guest**.
4. When you get to the **Who is Attending** screen, you can enter the first and last name of each person you are registering. As you continue through registration, you will answer the questions for each registrant.
5. On the **Add a Contact for this Registration** page, list the senior pastor. When choosing contact emails for this registration, list the emails of all attendees by clicking on **Add Another E-mail**.
6. On the **Select Payment Amount** page, select **Pay Total Amount** and then **Next** (you will be given the option later to pay online or offline by check).
7. On the **Select Payment Method** page, there are two payment options:
 - **Pay in Person / by Mail:** If you select this option, please mail your check (with Synod Assembly 2017 in the memo) to the synod office:

Minneapolis Area Synod
Attn: Synod Assembly
122 W Franklin Ave, #600
Minneapolis, MN 55404
 - **Pay Online:** When you select **Account Type**, you can pay with Credit/Debit Card or with your Checking/Savings Account. Either option is fine, but the transaction charge to the synod is less if you pay with your checking/savings account.
8. Please note: The first registrant will automatically get an email saying, "Thank you for registering with the Minneapolis Area Synod, ELCA. Click here to set up an account." This step is not necessary but it does help improve the accuracy of our database.

Scholarships:

There are limited funds available for scholarships awarded on a first-come, first-served basis.

- A scholarship application must be filled out by each person requesting financial assistance
- An approved scholarship will cover \$60 of the \$120 registration fee
- Scholarship applications can be found on the website at <http://mpls-synod.org/our-synod/synod-assembly/>
- The deadline for scholarship applications is March 17, 2017